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29 March 1973

MEMORANDUM FOR: Each SPD Branch Chief

SUBJECT : Preparation of Briefing Data for New
DD/Pers/R&P and for New Deputy
Director for Management and Services

25X1 1. Each time I am called on to provide a briefing of senior officers with regard to SPD and its activities, I feel that our data is not as current or as adequate as I would like it to be. Each time, through review of monthly reports, annual reports, etc., I have managed to pull together some material. Through this request I hope to accomplish a number of things -- first, to develop a complete picture of SPD for use between now and 14 April when I will be briefing the new Deputy Director for Management and Services; second, for use between now and 30 June when I will be briefing someone who will very likely replace [] and, third, I believe the fact that you yourselves will learn something about your activities as you go through the preparation of this material.

2. Attached is an outline which I request that you follow in preparing your material. With regard to staffing, I would like to see a name-grade-title listing of the people who were on duty in your Branch in January 1970 and a similar listing of people on duty there now including the date on which they were assigned to your Branch. Also, during the January 1970 to present period, a relatively high volume of turn-over has occurred in SPD. I would like to see a listing of the in's and out's. The second item deals with training and is self-explanatory. I would hope that completion of this item will show that we have had an acceptable training rate, but if I reason that at least one training course per year for each employee is acceptable, then I doubt that we will have achieved that rate. The third item deals with new and old functions. There have been a number of changes in SPD since January 1970. I would like to see those listed and described by Branch. To the degree that you can comment on the reason for the functional change and the result of the functional change, good or bad, I would appreciate it. The next item deals with significant

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procedural changes. The distinction between a procedural and a functional change, for example, is something like this: we initiated clerical follow-up interviews -- that is a functional change; we implemented pre-processing applicant interviews -- that is a procedural change; we assumed responsibility for the GS-12 and Above Separation Report -- that is a functional change; we modified applicant correspondence handling procedures relative to invitee appointments -- that is a procedural change. Finally, with regard to volume of activities, I would like to see your listing of the various activities in your Branch as they were in January 1970 and the volume of those activities, and a listing of your present activities and their volume.

3. As you go through this exercise, keep in mind that between now and 30 June I will be asking you to tell me what you believe your goals should be for FY 1974.

4. My briefing of the DD/M&S will occur on Saturday, 14 April. To assist me in this briefing, I need this material from you at least by Friday, 13 April.



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Chief, Staff Personnel Division

Attachment

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OUTLINE

Staffing	Then and now personnel in's and out's.
Training	Courses taken by employees--name of course, date, employee; any volunteer after hours training.
Functions	New functions added; old functions deleted.
Significant Procedural Changes/Improvements	What-when-how result.
Volume of Activity	Then and now.